



Human Resources

DATE POSTED: March 1, 2005

REQ. # 05-062

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, FL. 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

This position must remain posted for at least five (5) working days from 03-01-05 TO 03-07-05,
but will remain open until filled.

DEPARTMENT/DIVISION
COUNTY ATTORNEY

POSITION AVAILABLE
ACQUISITION AGENT I

OF OPENINGS
1

STARTING SALARY
\$ 14.36 / hour

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 709
PAY GRADE 16
SALARY : \$14.36 - \$22.07
ACQUISITION AGENT I

MAJOR FUNCTION: Responsible position in the Properties Acquisition Division, County Attorney's Office. Position reports to the Properties Acquisitions Manager.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Understanding of the principals of land use, planning, zoning and methods of real estate valuation/appraisal. Knowledge of the County's Land Development Regulations. Knowledge of the requirements and forms, contents and recording actions necessary to validate the acquisition of property and rights-of-way. Must be able to read and plot property legal descriptions. Must understand basic survey and civil engineering drawings, plans and principles.

Abilities: Must be able to deal effectively with the public and present opinions both written and orally in clear and concise fashion. Must be able to maintain effective relationships with members of Division, Department and other Departments and Agencies.

ESSENTIAL JOB FUNCTION: Under the direction of the Property Acquisition Manager the agent contacts property owners and conducts negotiations for the securing of titles, easements or permits necessary to carry out the various development and construction programs of the Board of County Commissioners. In actions requiring condemnation proceedings, the agent will assist the coordination of activities with the other offices of the County and their representatives, as directed by the Property Acquisition Manager. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand and eye coordination. Very frequent use of good vision, good hearing. Walking, driving and frequent standing. Ability to lift occasionally 30+/- pds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Work inside the office in a sedentary posture. Outside work with possible hazardous waste and inclement weather conditions.

WORK HAZARDS: Possible contact with various animals, pests and hazardous vegetation. Vehicular traffic.

SAFETY EQUIPMENT USED OR NEEDED: Seat belts, safety vests when conditions warrant.

EDUCATION AND EXPERIENCE: Graduation from an accredited two (2) year college with major course work concentrations in real estate, engineering, sciences/technology, business administration, and/or related fields, or possession of an equivalent certification. One year previous experience in real estate, title searching, closing or real property appraisal is preferred. A comparable amount of training or experience in real property acquisition for another local, state or Federal government may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Must possess a valid Florida Drivers License and good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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